



**Solicitation Information
May 18, 2015**

RFP# 7549588

TITLE: Sexual Offender Programs: Treatment/Management – Rhode Island Department of Corrections

Submission Deadline: June 16, 2015 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than Friday, May 29, 2015 at 5:00 PM (ET) . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
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SURETY REQUIRED: NO

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Gail Walsh
Chief Buyer
Division of Purchases
RI Department of Administration

Applicants must register on line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1 -- INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to provide a Sexual Offender Treatment and Sex Offender Management Program, in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of State Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be

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considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or Raymond.lambert@doa.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.

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16. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances may be obtained upon request from RI Department of Corrections, Office of Financial Resources (phone: 401-462-2555 or by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

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SECTION 2 -- BACKGROUND AND PURPOSE

BACKGROUND: The Rhode Island Department of Administration/ Division of Purchases, on behalf of the Rhode Island Department of Corrections (RIDOC) is seeking to provide Sex Offense Specific Program within the facilities of the Rhode Island Department of Corrections. The resulting contract will be for one year, renewable at the discretion of the State for up to 3 additional years.

Specific Requirements: The comprehensive management of sexual offenders has become a high priority, both nationwide and in Rhode Island. It is the responsibility of the RIDOC, as a matter of public safety, to make every effort to treat and rehabilitate sexual offenders while they are incarcerated. It is the goal of the Department to be an integral part of the statewide plan of sexual offender management.

It is recognized that sexual assault is a crime, often times a repetitive behavior, and a serious threat to public safety. Treatment should be directed at offenders' accepting responsibility for their crimes. It should also demand honesty, stress behavioral change, and impose practical safeguards to promote victim protection.

Consistent with current professional practices, sex offense specific treatments means a long term comprehensive set of planned therapeutic experiences and interventions to change sexually abusive thoughts and behaviors. Such treatment specifically addresses the occurrence and dynamics of sexually deviant behavior and utilizes specific strategies to promote change. Sex offense-specific programming focuses on the concrete details of the actual sex crime and sexual aggressive thinking, arousal patterns, cognitive distortions, and the identification and modification of contributing personal and interpersonal factors to the crime pattern, and other research based risk factors that correlate with sex offender recidivism. Due to the difficulties inherent in treating sex offenders and the potential threat to community safety, active sex offense-specific treatment should continue for a number of years, and should be transitioned to a lengthy period of less intensive aftercare and monitoring. Much more importance is given to the meeting of all treatment goals than the passage of time in treatment, since offenders make progress at different rates. The primary treatment modality for sex offense specific treatment is group therapy for the offenders. Adjunct modalities may include partner or couples therapy, psycho-education, and/or individual therapy. However, such adjunct therapies by themselves do not constitute sex offense-specific treatment.

There are currently approximately thirty one hundred offenders incarcerated at the Adult Correctional Institutions (ACI). Of the sentenced population, approximately four hundred (or 12%) have been convicted of offenses involving sexual assault. The RIDOC's Sexual Offender Treatment Program was established in 1987. Since that time, RIDOC has contracted with a vendor for the provision of sex offender services.

The selected vendor must have clinical credentials at least equivalent to a Master's in Social Work, with a current R. I. license. The program's success will be determined largely by the background and expertise of the vendor. The vendor's experience should include direct treatment of sex offenders in both community and prison settings; utilization of a crime control/criminal justice approach and collaboration with criminal justice and law enforcement agencies (corrections, parole, courts, police departments). The vendor must maintain their own malpractice insurance.

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SECTION 3 -- SCOPE OF WORK

1. The participants in the programs will be determined by the vendor and approved by the Rhode Island Department of Corrections.
2. The Sex Offender Treatment Program is for qualified inmates who have completed a comprehensive assessment to be determined appropriate for and **volunteer** to participate in treatment programs.
3. If a sex offender does not volunteer for treatment, they will be considered to be a candidate for the Sex Offender Management Program with the goal to minimize this population's risk for sexual re-offense.

REQUIREMENTS:

General Scope of Work: To provide evidence based sex offender education and treatment services to convicted male and female sex offenders incarcerated at the RIDOC. These offenders are housed in several facilities on the Pastore Complex and direct service provision will occur at any facility which is gender specific which houses those inmates. Currently there is a 84-bed Sexual Offender Treatment Mod at the Medium Moran facility. This unit currently houses active participants in the Sexual Offender Treatment Program who have been classified to Medium. The vendor is expected to work closely with the Institutions and Operations staff in the management of that mod. The vendor will also perform necessary administrative tasks (coordination and communication with RIDOC's administration and Classification Board, the Parole Board, the courts, submit required reports, etc.).

Specific Activities / Tasks: REQUIREMENTS:

1. Provide all convicted sexual offenders the opportunity to participate in sex offender treatment or the sex offender management program.
2. Provide written evaluations, to include specific safety recommendations and discussions as required, to the Parole Board and discuss and/or meet with above Boards, wardens, officers, inspectors, administrators, and classification board/classification to address specific inmate cases or programmatic concerns.
3. Coordinate with the probation and parole unit, as appropriate, for program participants who are completing their sentences. Schedule Probation/Parole Officers to visit therapeutic community as needed to facilitate safe and informed reentry, and attend appropriate probation and community team meetings.
4. Provide in-service training to Rhode Island Department of Corrections personnel as required.

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TASKS:

- Inform, instruct, orient, evaluate, and treat male and female sex offenders.
- Facilitate movement of newly sentenced sex offenders to treatment area, conduct small group personal orientations in therapeutic community, and facilitate inblock mandatory orientations.
- Conduct and document individual offender assessments (to determine suitability for program participation). Examples of assessment instruments would include the Static 99 (risk focused) as well as Rapid Risk Assessment for Sexual Offender Recidivism (RRASOR) – risk and need focused and/or Sex Offender Risk Appraisal Guide (SORAG) – risk and needs.
- Provide sex offender residential treatment program for sex offenders, as well as SOTP inmates who have been transferred to alternative blocks for reentry at the John J. Moran Medium Security Facility.
- Reduce inmate denial and defensiveness.
- The selection of the residential inmates will be in collaboration with the Rhode Island Department of Corrections.
- The Sex Offender Management Program will provide group treatment as needed in Maximum Security (up to 25 inmates) and the Women's Facility (up to 5 inmates).
- The Sex Offender Management Program participants will be selected in cooperation and conjunction with the Rhode Island Department of Corrections Director of Behavioral Health.
- Conduct psycho-educational program (program expectations; background information about the psychology of sexual assault; effects on victims) etc.
- Provide reports and documentation as described below.
- Educate offenders about the impact of sexual offending upon victims, their families and community.
- Provide treatment activities and curriculum to include:
 - Offender participation in activities and assignments that focus the offender on the contributing factors to sex crimes;
 - Development of positive interaction and cognitive skills.
 - Make use of treatment contracts;
 - Identification and management of offending cycles and offender traits;
 - Development of positive interactive skills.
- Provide documentation on offender progress to include:
 - Underlying issues;
 - Assignments;
 - Program issues;

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- Causes for termination of uncooperative offender participants.
- In order to facilitate offender attendance at group treatment sessions, provide lists of participating offenders to designated facility personnel.
- Upon request, cooperate with and provide documentation to parole and probation officers relative to released offenders.
- Meet with media when requested/authorized by RIDOC spokesperson.

Reports:

- Client reports:
- Written risk assessments for each program participant eligible for parole review;
- Progress reports on each offender eligible for RIDOC Classification Board review;
- Written and/or verbal information on all participating offenders, as needed, to RIDOC personnel and other appropriate agencies;
- Program census.
- Quarterly reports to include numbers of;
- Inmates oriented;
- Offenders requesting treatment;
- Offenders evaluated for treatment;
- Offenders excluded from treatment;
- Offenders participating in the program;
- Offenders dismissed from the program with reasons for dismissals;
- Monthly *Sexual Offender Treatment Program and Sex Offender Management Program* Services Reports (submitted with the invoice) detailing the work performed in relationship to this contract via reports in a software format that can be easily read and/or used by the RIDOC..
- *Sexual Offender Treatment Program and the Sex Offender Management Program* is required, upon request, to submit reports in a software format that can be easily read and/or used by the RIDOC.

RIDOC Responsibilities:

- RIDOC supplies office and meeting space.
- The Rhode Island Department of Corrections will allow the selected vendor to access its Inmate LSI-R Report.

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- The DOC's Clinical Director of Psychology/Behavioral Health and facility Wardens or their designee will coordinate with the Sexual Offender Treatment and Management Programs in order to provide general supervision of the programs. In order to facilitate offender attendance at programs, Sexual Offender Treatment Program and Sex Offender Management Program will provide lists of participating offenders to designated facility personnel. The services shall be consistent with the proposal submitted in response to the RFP.
- **There is a finite amount of monies (\$230,000.00) available to provide both the Sex Offender Treatment Program and Sex Offender Management Program.**

Contractor Responsibilities:

- Contractor provides all associated clerical work and supplies. Responsible for complying with all Federal and State Confidentiality Laws and HIPAA Rules and Regulations.

Security Requirement: Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.

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SECTION 4 -- TECHNICAL PROPOSAL

Narrative & format: The separate technical proposal should address specifically each of the required elements:

Staff Qualifications – This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification.)

Capability, Capacity, and Qualifications of the Offeror – A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects, and a contact name and telephone number from the client; A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.

Work Plan –The work plan description shall include a detailed proposed project schedule (by task and sub-task), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

Approach/Methodology – This section shall describe the Contractor's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage of the project.

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SECTION 5 -- COST PROPOSAL

Detailed Budget and Budget Narrative:

Offeror:	
Address:	
Taxpayer ID#:	
Authorized Agent:	
Title:	
Telephone & Fax#:	
E-Mail:	

Cost Proposal:

\$ _____ /Cost per inmate Sex Offender Treatment Program
\$ _____ /Cost per inmate for Sex Offender Management Program

Cost Proposal	Year 1	Year 2	Year 3	Year 4	Year 5
SOTP					
SOMP					
Grand Total					

Please utilize the number of participants mentioned in the RFP for quotation purposes.

Signature of Authorized Agent: _____

Date: _____

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SECTION 6 -- EVALUATION AND SELECTION

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The Department of Corrections reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Quality of the Work plan	15 Points
Suitability of Approach/Methodology	20 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

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SECTION 7 -- PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7549588** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses {**an original (1) plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked “**RFP#7549588 Sex Offender Treatment Program**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated **bidder certification** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
2. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
3. A **letter of transmittal** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.

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4. A separate ***Technical Proposal*** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff who will provide services covered by this request.
5. A separate, signed and sealed ***Cost Proposal*** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in ***electronic format (CDRom, diskette, or flash drive)***. Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.